



香港教育大學
The Education University
of Hong Kong

申請遲交習作 Application for Late Submission of Assignment

(請填妥交與科目講師)
(Please complete and submit this form to your course lecturer)

學生姓名
Name of Student : _____

學生編號
Student No : _____

課程編號及名稱
Programme Code & Title : _____

建議遲交日期 Proposed Late Submission Date	科目編號及名稱 Course Code & Title	班別/組別 Class/Group	導師 Lecturer	部門 Department

理由/備註
Reason(s)/Remark(s) : _____

所遞交之證明文件
Type of Documentary Proof(s), if any, submitted : _____

學生簽署
Signature of Student

日期
Date

覆：學生
To : Student _____

課程編號
Programme Code : _____

閣下之遲交習作申請(科目 _____)
Your application for late submission of assignment for Course _____ :
☐ 獲得批准。功課須於 _____ 年 _____ 月 _____ 日或以前遞交。
is approved. The assignment should be submitted on or before _____.
☐ 不獲批准。理由是 _____
is not approved. Reason(s): _____

科目講師
Name of Course Lecturer

簽署
Signature

日期
Date

副本送交課程總監/主任/統籌主任
c.c. Programme Director / Leader / Coordinator

注意：(根據學務規則)

Note : (with reference to the General Academic Regulations)

- 獲得授課導師批准遲交習作之學生，其遲交呈交習作之成績，視個別情況而定，可被調低最多一整個等級。
The grade of all assignments submitted late with the approval of course lecturers may be lowered, on a case-by-case basis, by up to one full grade.
- 未獲批准而遲交習作或最終未能呈交習作之學生，其相關習作之成績會被評為「不及格」(F 級)。
Students who fail to obtain prior approval will be given a "fail" grade (grade F) for late submission or non-submission of assignments.